



Tollbar Academy



Tollbar MAT Office365 Student Guidance



Tollbar MAT

Family of Academies





Table of Contents

3 How to log onto Office365 and Microsoft Teams

5 How to join a meeting or lesson on Microsoft Teams

7 How to complete assignments using Office365

11 Using Word/PowerPoint and Excel on Office365

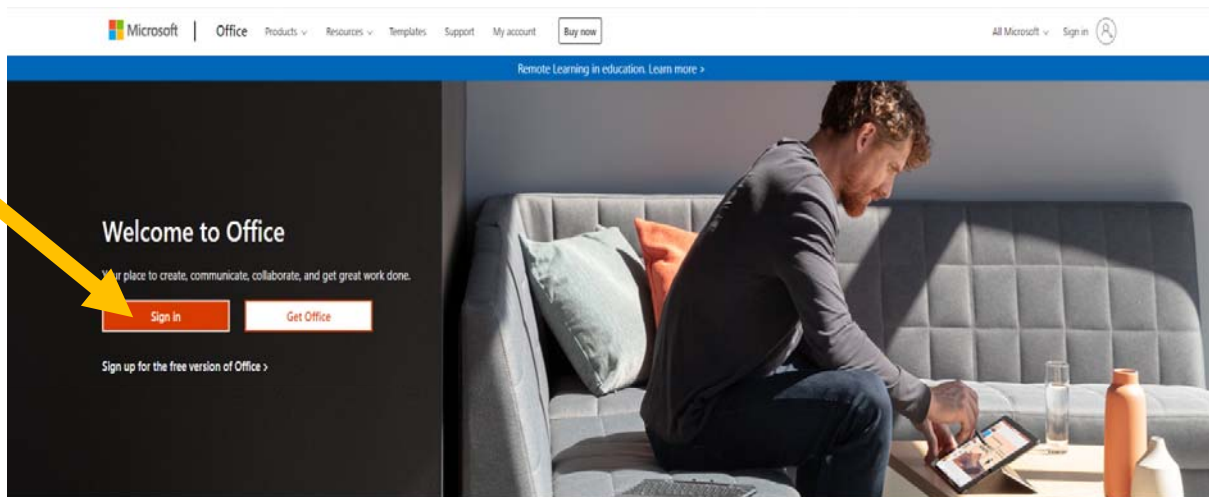
14 Navigating Microsoft Teams for Students



How to access Microsoft Teams

Go to www.office.com

Then click on **'sign in'** which is found to the left of the screen.

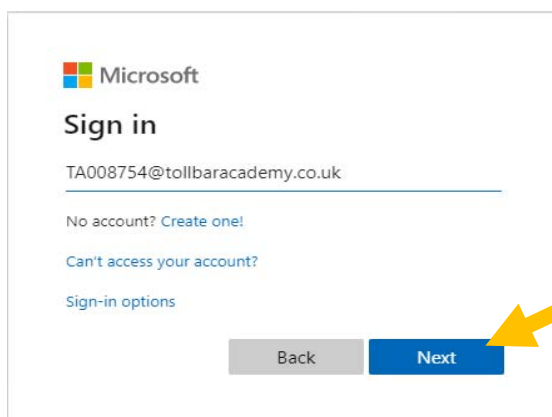


Sign in to use your favorite productivity apps from any device



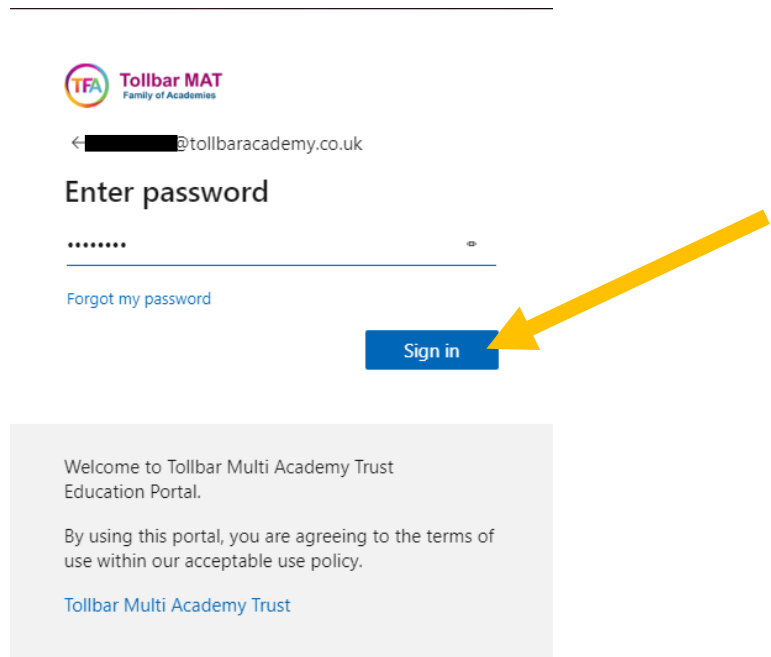
Sign in using your Tollbar Academy (TA) number and then add @tollbaracademy.co.uk

e.g TA008645@tollbaracademy.co.uk. Then click 'Next'

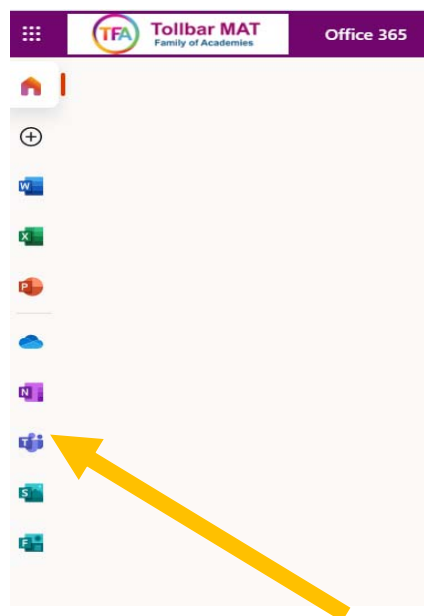




Your password is the same as your computer logon password in the Academy. Enter it then click 'Sign In'



You will now see your Office365 home page. You have access to the full Microsoft Office suite of applications in the menu on the left-hand side



The **Microsoft Teams** icon is where most of the teaching will take place. It's clearly recognised by the 'T' icon



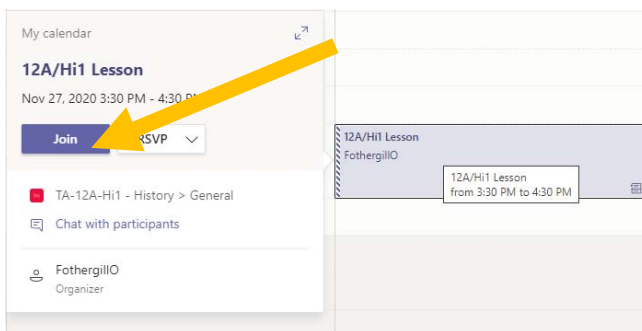


Joining a Meeting/Lesson on Microsoft Teams

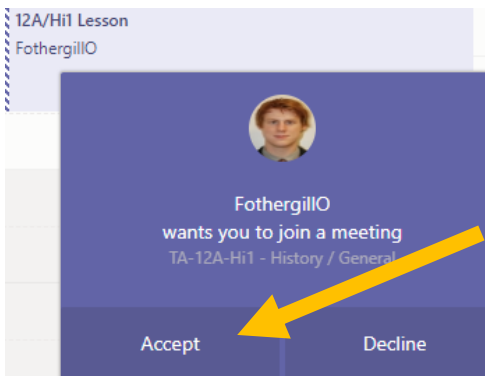
In Teams, your main functions that you will need are the 'Teams' page, which each of your classes have; the '**Assignments**' page, which has outstanding assignments set by your teachers, as well as submitted ones with feedback; and the '**Calendar**' feature, where you will see an appointment for each of your meetings. These are all accessed using the menu on the left side of your screen.



When you click on an appointment in your calendar for each lesson, it shows you the '**Join**' button which you will click to attend the lesson virtually at the time the lesson begins.



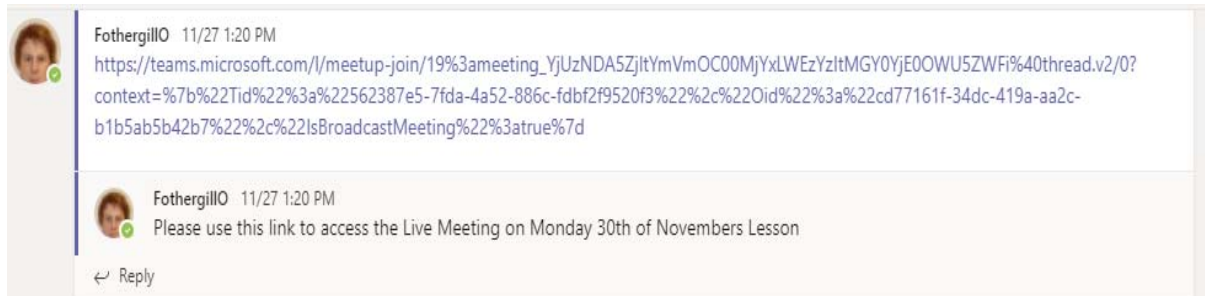
You can also be 'called' in order to join a lesson, if this happens just click 'Accept' in order to join the virtual lesson





Joining a 'Live' Lesson on Teams

In order to join a live lesson you will need to click on the link that the teacher has posted in your Team.



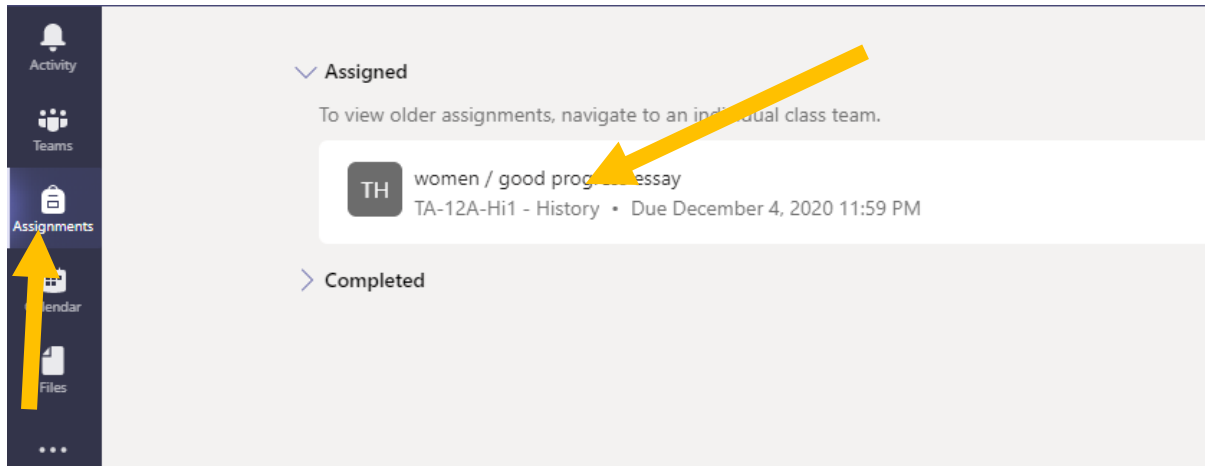
When you click this Link you will be taken to a screen where you can watch the lesson and ask questions to the teacher.



How to Complete Assignments using Office 365

Go to the Assignments Tab on the left of the screen and this will open all the Assignments you have been sent by staff.

To open an assignment simply click on it.

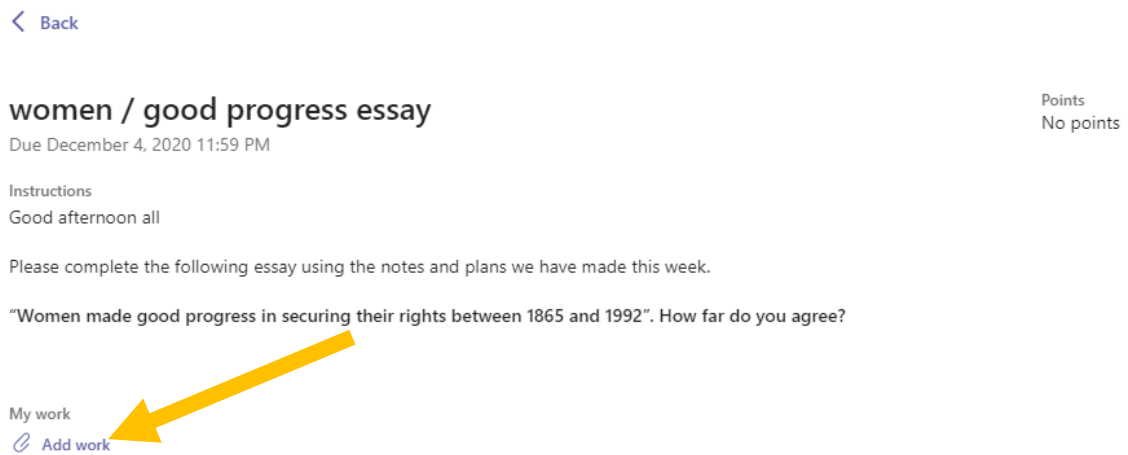


This will pull up the assignments screen.

To complete work on this, you just need to click on the **'Add Work'** section

Sometimes the staff will have uploaded a document you can work on without needing to add your own document – This will appear here under the **'Student Work'** Tab – both are shown below.

Example assignment where the student needs to upload the work.





Example assignment where the student edits the uploaded document to complete the work


[← Back](#)

How did Cnut control the North Sea Empire?


Due December 6, 2020 11:59 PM

Instructions
None

Reference materials


 5. King Cnut.pptx ⋮

Student work

 10F-Hi2 NSE Task.docx ⋮

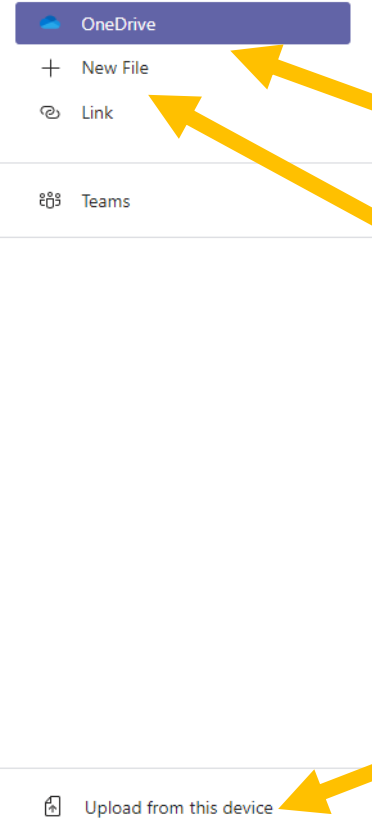


If the staff member would like you to read a document for the assignment this will be shown under **'Reference materials'** as seen above.

If you need to upload some work to the assignment you just click on  [Add work](#) and then the screen below will appear.



You can now select a file you want to upload from a few options.



- OneDrive
- + New File
- Link
- Teams
- Upload from this device

OneDrive – This will be all the work you have done on Office 365

+ New File – This will allow you to create a new Word, PowerPoint or Excel Document for the assignment

Upload from this device will allow you to add a file you have previously made and saved on your computer.

Then when you have uploaded/completed your file you just need to go back to the assignments page and select **Turn in** which you will find on the Top Right of the page – this will send the assignment to your teacher to mark.



Back

women / good progress essay

Due December 4, 2020 11:59 PM

Points
No points

Instructions
Good afternoon all

Please complete the following essay using the notes and plans we have made this week.

"Women made good progress in securing their rights between 1865 and 1992". How far do you agree?

My work
Add work

Turn in

When this is marked your teacher will return it to you and you can see the feedback they have given in the 'Feedback' box to the right of the screen.



10F/Hi2 – North Sea Empire Task

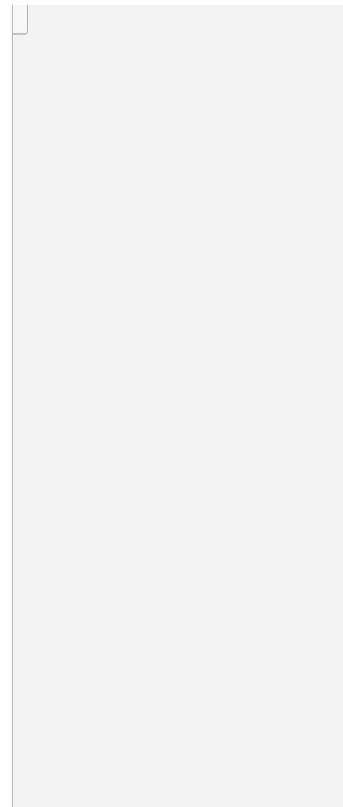
Explain how Cnut controlled the North Sea Empire, Think about how he used Religion, Violence and Economics.

Cnut controlled the North Sea Empire with a number of ways. One of the ways he controlled the North Sea Empire was by marrying Emma of normandy which gained him a lot of respect from the French and the British nobility who respected Emma. She also got support from the Duke of normandy for Cnut. He controlled the North Sea Empire with religion by having his wife go around Europe talking to religious leaders and gaining support for him. He also reintroduced a number of popular religius laws made by Edward the Peaceful which gained him support from religious leaders and the church, helping his claim to the throne. Anyone who wasn't a Christian was deported from the country as England was now known as a christian country which helped Cnut's claim to the throne as many religious leaders liked it. Another way Cnut controlled the North Sea Empire was with violence which showed him as a strong and violent king. Cnut offered land to well-known, strong Saxons in exchange for their support as king, also known as patronage. He told them that if they broke the agreement, they would be beheaded which scared them into keeping the agreement and therefore supporting him.

ODF Notes

Yellow - Needs a capital letter

Blue - Spelling



View History

10F-Hi2 NSE Task.docx

Rubric

North Sea Empire Task

Feedback

Really excellent knowledge here KF, You've used some great historical facts and have linked points well to your different factors. Just watch your key spellings to help with SPAG

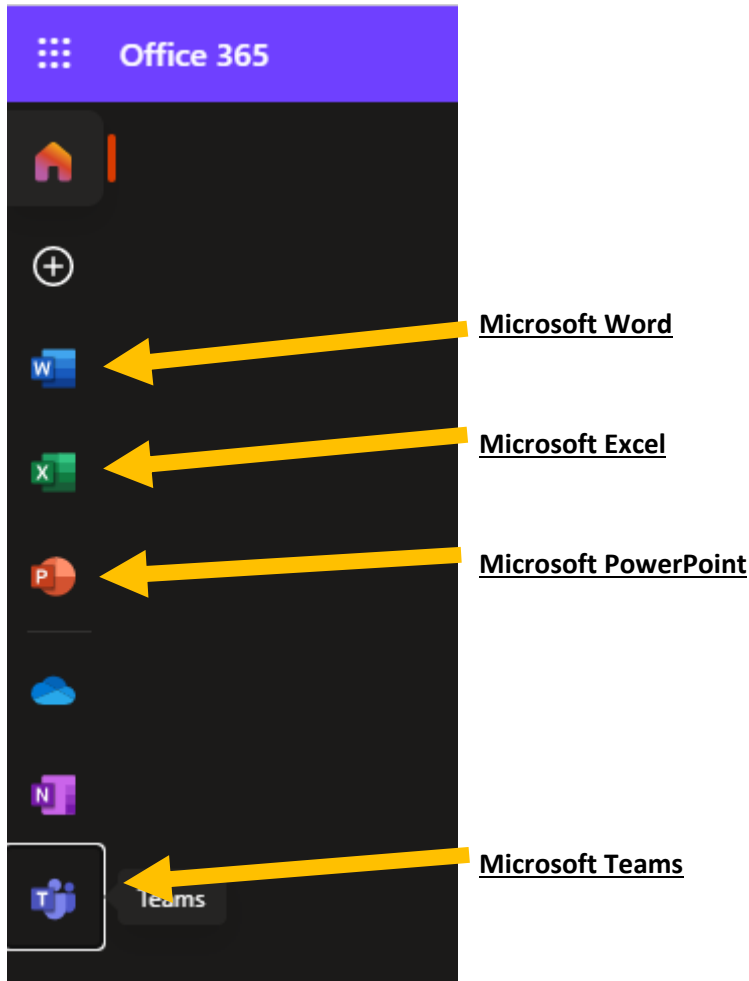
No points

Return

The teacher may even upload a mark scheme or correct spellings on the document for you so be sure to check for this.

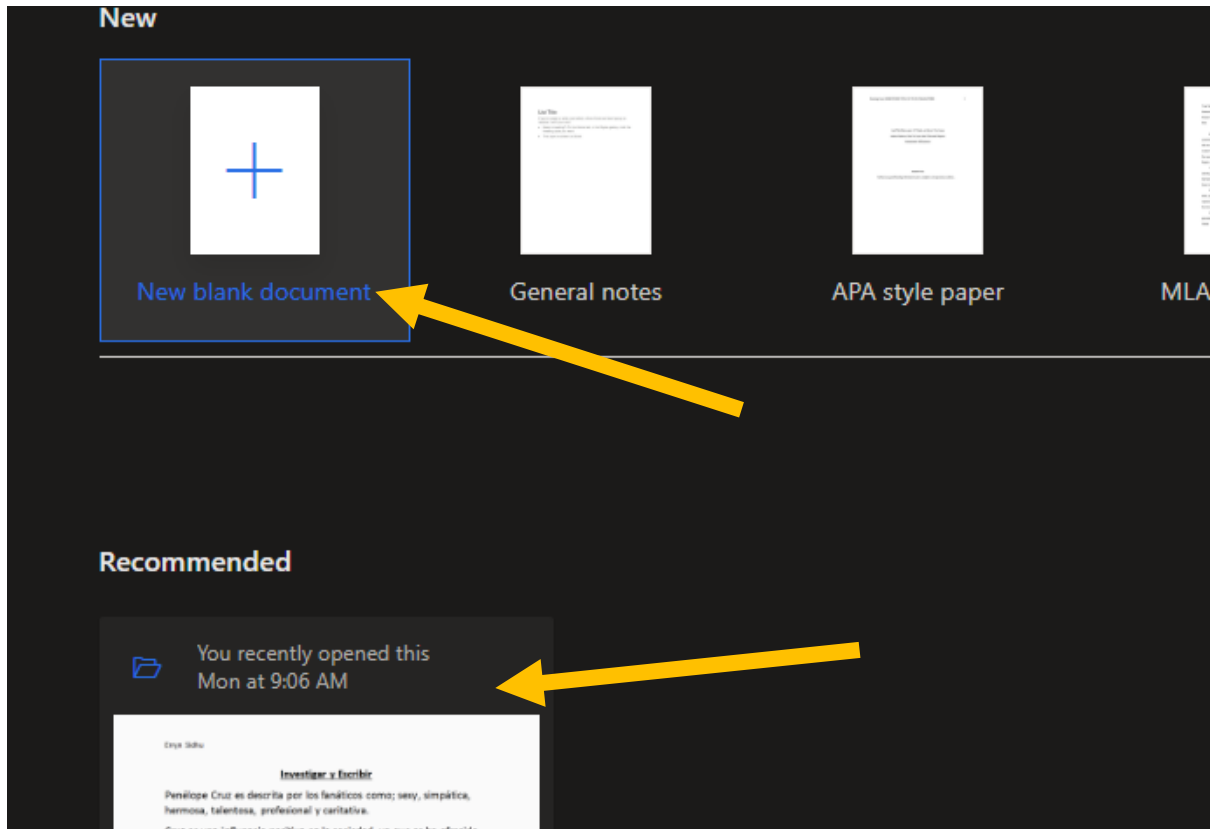
Using Word/PowerPoint and Excel on Office 365

When you first log onto Office365 there are a number of programmes you can use as well as Teams



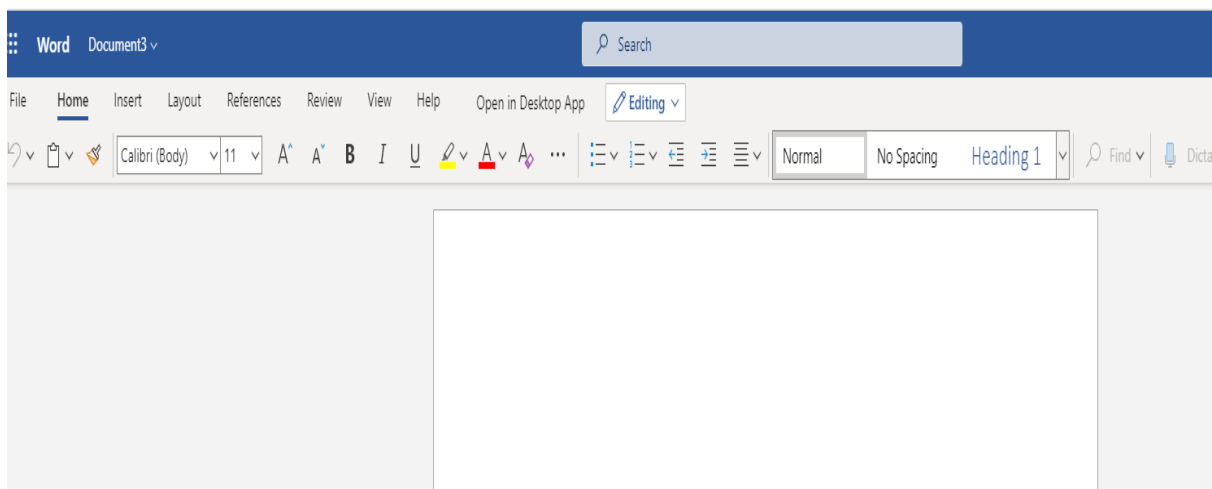
As part of the Microsoft Office365 package students will now have access to all of these programmes on any Windows or Mac PC or even on their phones.

When you open one of these programmes you can create a new document or you can edit one you have already been working on.



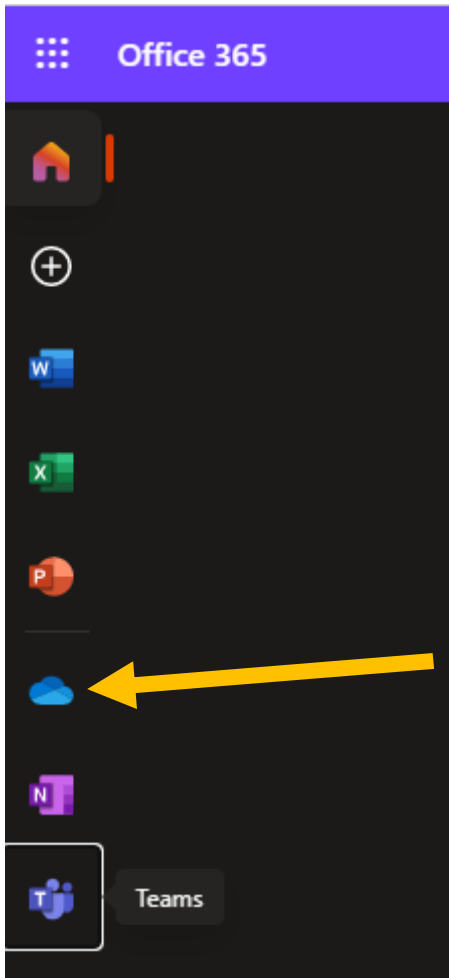
When you select 'New blank document' it will open a fresh page for you to work on.

You can then work on this document, **it will save automatically** so you don't need to keep saving this either.



When you have finished with the document simply close it by clicking the X and then it will be saved for you and ready to upload to an assignment or worked on later.

If you want to access a file you have been working on you can select the OneDrive button from the Office365 homepage



This is OneDrive where all your files on Office365 are saved.

You can then select any files you have made in the past and can work on these. They will automatically be set to Private meaning only you have access to these unless you choose to share them with others.

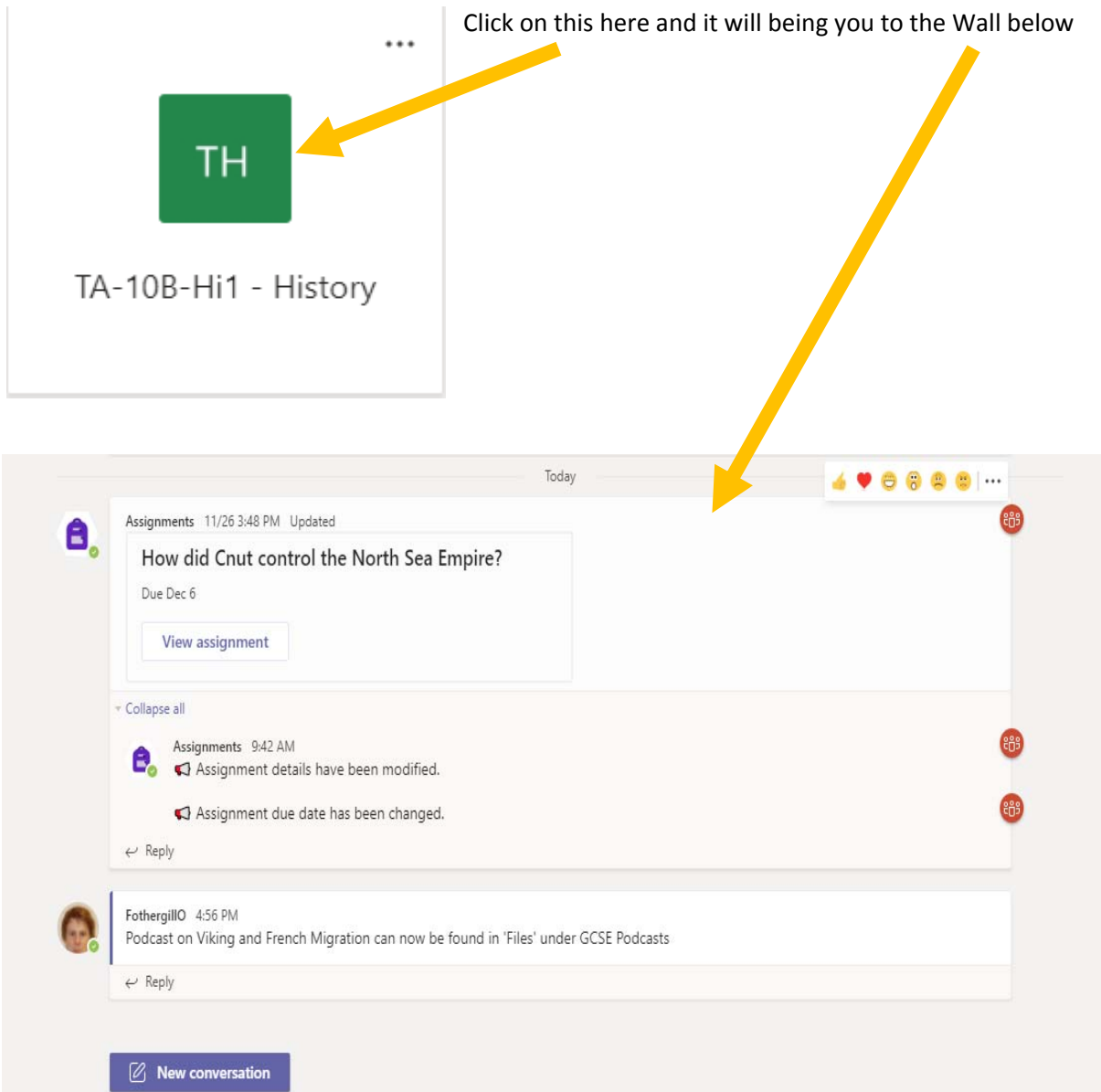
Name	Modified	Modified By	File size	Sharing
Document.docx	Sunday at 9:11 PM	[Redacted]	15.7 KB	Private
Document1.docx	3 minutes ago	[Redacted]	10.8 KB	Private

Using Microsoft Teams for Students.

Teams also has a lot of other features that are positive for students.

If you click on your 'Team' from the Teams homepage you can see the 'Wall' where staff can post information for the students to see from home. Here you will be told about assignments or new files the teachers would like you to see.

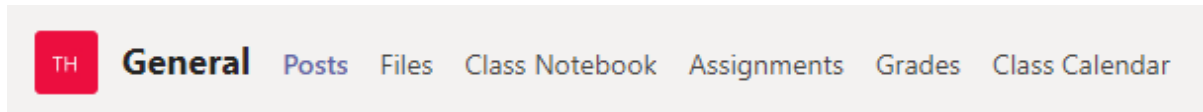
Click on this here and it will bring you to the Wall below



The image shows a screenshot of the Microsoft Teams interface. At the top, there is a text instruction: "Click on this here and it will bring you to the Wall below". A yellow arrow points from this text to a green square icon with the letters "TH" inside, which is part of a team card labeled "TA-10B-Hi1 - History". Another yellow arrow points from the text to the top right corner of the team wall, specifically to the reaction icons (thumbs up, heart, smile, neutral, sad, angry). The team wall itself displays a post from "Assignments" dated 11/26 3:48 PM, titled "How did Cnut control the North Sea Empire?" with a due date of Dec 6 and a "View assignment" button. Below this is a notification from "Assignments" at 9:42 AM stating "Assignment details have been modified." and "Assignment due date has been changed." with a "Reply" button. At the bottom, there is a post from "FothergillO" at 4:56 PM about a podcast, also with a "Reply" button. A "New conversation" button is visible at the bottom left of the wall.



You can also see the options at the top that you can use to navigate around this Team



Posts – This will show you the ‘Wall’

Files – This where the teacher can upload files, lessons and documents for the students

Assignments – Will show you all the open assignments

Grades – Will show you any grades you have been given in the past.

All students should be aware that the Office365 Platform is an extension of Tollbar MAT. Students are expected to behave on this platform as they would in school. Any instances of offensive or inappropriate use of this Office365 Platform will be dealt with in the academies.

Students should report any instances of misuse to schools teachers or safeguarding lead.



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